

WEB BILL PRESENTMENT

**Instructions for Agency
Administrators**



State of Louisiana

July 2003

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Welcome to Web Bill Presentment

The State of Louisiana's Office of Telecommunications Management (OTM) has implemented the Web Bill Presentment (WBP) application to allow the State's agencies to view their monthly telecommunication costs via the internet.

All agencies will continue to receive a monthly invoice, summarizing their charges, along with any appropriate paper backup from vendors. However, through this application, agencies will receive "electronic" detailed reports of these charges, that can be:

- downloaded and saved to the user's computer or network,
- charted and graphed for a clearer picture of telecommunication expenditures,
- emailed in part or in whole to other personnel.

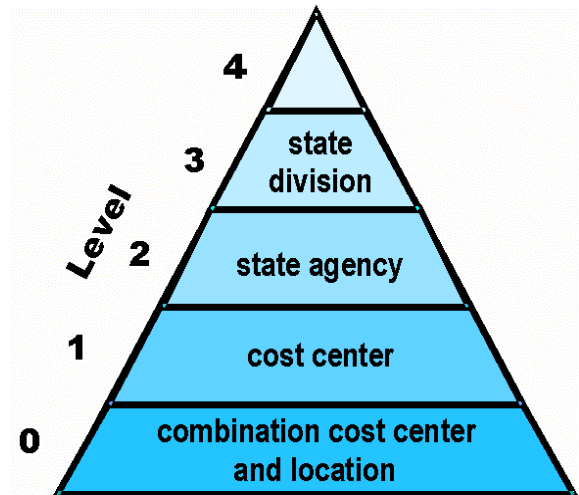
There are two levels of agency users in WBP.

- **Administrator:** Telecommunications Coordinator (TC) for agency
 - can view and download data to their appropriate OTM cost center/ accounting center numbers
 - can add and remove users in their agency
 - can assign data viewing privileges equal to or less than their own
- **End User**
 - can view and download data for those OTM cost center/ accounting center numbers to which they have been given privileges
 - cannot add new users

Standard Features and Functions

There are some features of WBP that remain constant through out the system.

- **Tabs:** in the upper right corner of the screen there are two tabs, **Reports** and **Admin**. “Folders” and functionality for these tabs vary with the user role and data viewing privileges. Clicking on one tab or the other takes you from one set of functions to the other.
- **Folders:** along the left side of the screen there is a column of folders or functions preceded by a small arrow. These vary by user role and data viewing privileges. When you click on a tab, one of the folders is automatically displayed in the center of the screen. Clicking on a different folder listed to the left displays a different screen of functionality.
- **Home:** within the data screens there is a home button. Clicking on this button will take you back to the first screen for the folder.
- **Cost Center:** This term is used interchangeably with Accounting Unit (AU). For the State of Louisiana there are several levels of cost centers, designed in a hierarchy or pyramid.
 - The highest-level cost center is **Level 4** and all Level 3 cost centers “point” to this Level 4 cost center. The Level 4 cost center is a fictitious number to create the top of the pyramid.
 - **Level 3** cost centers represent State Divisions. (example: 01 – Office of the Governor)
 - **Level 2** cost centers are grouped together by the Level 3 cost center to which they point. Level 2 cost centers represent State Agencies. (Example: 800 – State Group Benefits)
 - **Level 1** cost centers, which are grouped together by the Level 2 cost center to which they point, are the AU or org. There may be one or more AU’s within a State Department or Agency, therefore there may be one or more Level 1 cost

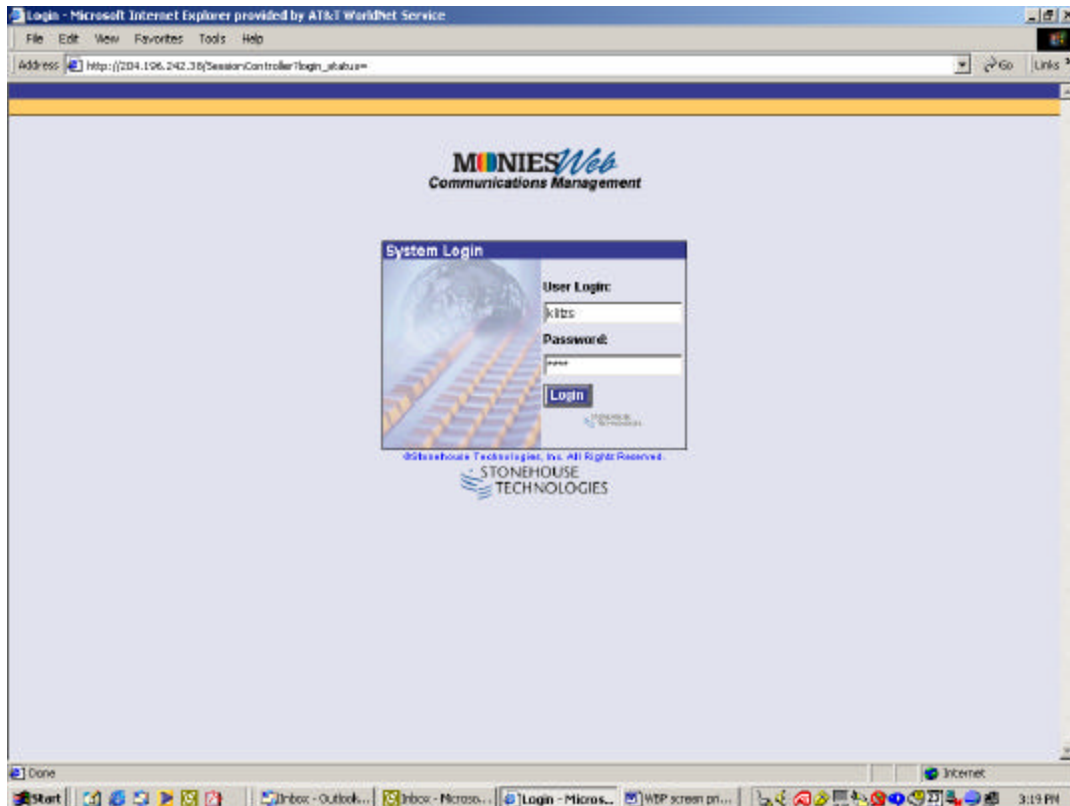


centers pointing to it's Level 2 cost center. (example: B808-2222 – Telecommunications-Director)

- **Level 0** cost centers, which are grouped by the Level 1 cost center to which they point, are the combination of the AU (the Level 1 cost center) and the location of assets or inventory within the AU. (Example: B808-2222/1201 N. 3rd Street, OTM Administration, Baton Rouge)
- **Drill Down:** When viewing data, you will first be presented with the highest level cost center for which you have viewing privileges. You can “drill down” to lower cost centers by clicking on the cost center code. The screen will “refresh” and the next level of cost centers will appear. (You may have to use the scroll bar to the right of the screen to “roll” to data appearing below.) **Charges are associated with Level 0 cost centers only. Therefore, depending on the user's privileges, he may have to drill down through more than one level of cost centers to see the charge data itself.**
- **Save:** On most screens with charge data there is a save button. By clicking on this button, you begin the steps to save the displayed charge data to your computer or network drive in an Excel spreadsheet.
- **Logout:** In the upper right hand corner of each screen is a logout button. You may log out of the system at any time and from any screen.

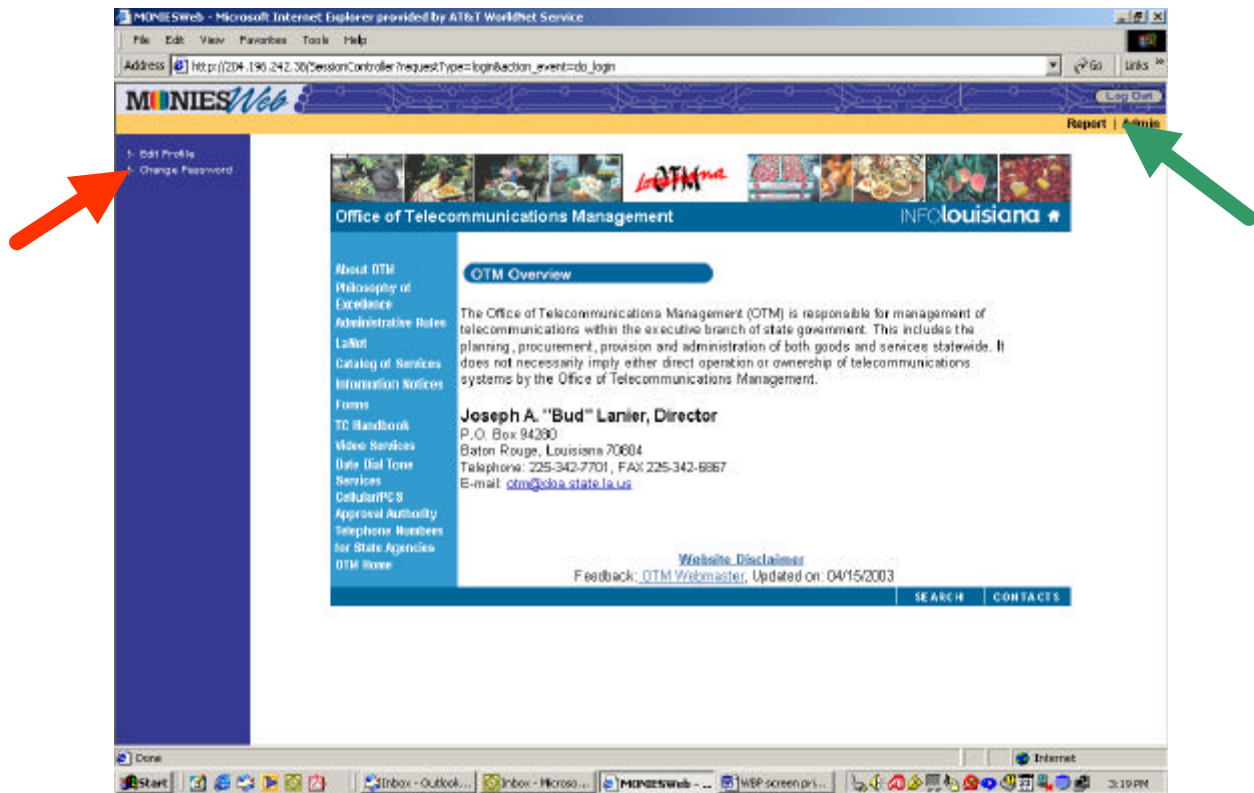
Logging In

- A. Open Microsoft Internet Explorer application.
- B. Enter the following address in the address field near the top of the screen:
www.louisiana.gov/otm/bill
- C. Press <Enter>
- D. The Login Screen will appear.



- E. Enter your User Login. Use all lower case. (This is usually your first initial and last name. In some cases, because of duplication, it is the first name and last name.)
- F. Enter your Password. It is case sensitive.
- G. Press <Enter> OR click on the **Login** button.
- H. The Welcome Page will be displayed.

- I. Note the two TABS to the upper right: **Report** and **Admin**.
- J. Note the two FOLDERS in the left column: **Edit Profile** and **Change Password**. These are 2 of the folders for the **Admin** tab.



Change Your Profile

The screenshot shows a web browser window titled "MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service". The address bar shows a URL starting with "http://204.196.242.38/SessionController?requestType=logIn&action_event=do_login". The page has a blue header with the "MONIESWeb" logo and a "Log Out" link. A left sidebar contains links: "1. Edit Profile", "2. Change Password", and "3. Add User". The main content area is titled "Edit Profile" and contains a form with the following fields:

- Back
- Help
- User Role: Administrator
- *First Name: Karen
- *Last Name: Liz
- *User Login: klizs
- *Email Address: email address
- Phone: nnn-nnn-nnnn
- Description: null
- Save

At the bottom of the form, it says "Last Updated: K.Liz - 04/23/2003 - 02:20 PM". A red arrow points to the "Save" button.

- A. Click on the **Admin** TAB.
- B. The **Edit Profile** FOLDER is automatically displayed.
- C. You can return to the Edit Profile screen at any time by clicking on the Admin tab and Edit Profile folder.
- D. You can update **YOUR** profile by changing any of the displayed data **except the User Login**.
- E. Click on the **Save** button to save the data. A message "Record Updated Successfully" will appear in blue above the Back and Help buttons.
- F. Click on the **Back** button to return to the previous screen. If the **Back** button is clicked before the **Save** button, data will not be saved.

Change Your Password

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address https://204.190.242.35/SessionController/requestType=login&action_event=do_login Go Unis

MONIESWeb Log Out

Report Admin

Change Password

Help Save

Password:

Confirm Password:

Last Updated By: P Admin - 04/09/2009 - 01:30 PM

- A. Click on **Change Password** FOLDER.
- B. You can change your password by entering and then re-entering (confirm) a new password.
- C. Click the **Save** button to save the new password. A confirmation message appears.

Add an Agency User

As an agency administrator, you have the capability of adding other agency employees as users. Adding a user is a two-part process. First, you will add the user. Then you will assign the user viewing privileges.

Add User

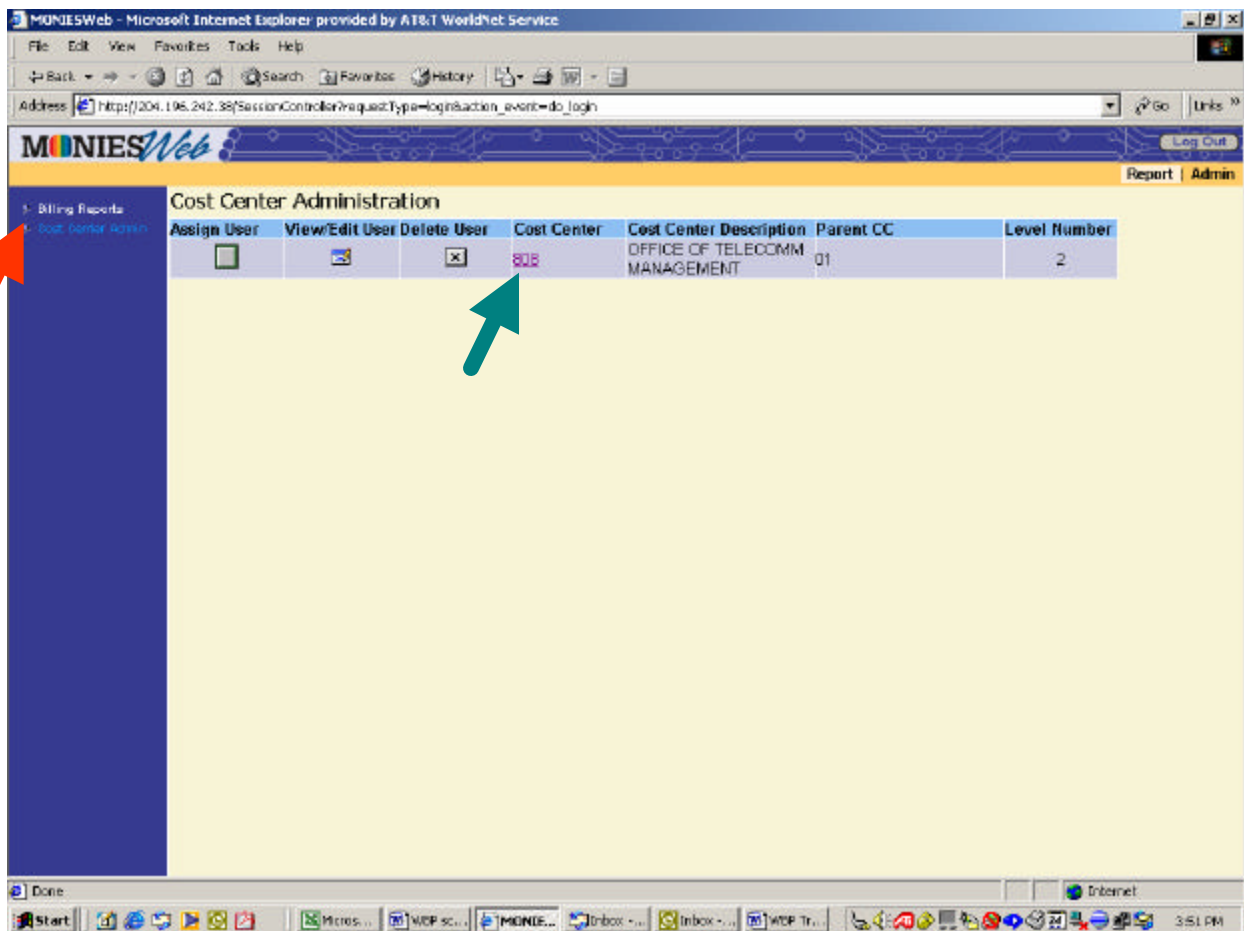
The screenshot shows a web browser window titled "MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service". The address bar shows a URL starting with "http://204.196.242.38/SessionController/requestType=login&action_event=do_login". The page has a blue header with the "MONIESWeb" logo and a "Log Out" button. Below the header is a navigation bar with "Report" and "Admin" links. On the left side, there is a blue sidebar with a list of links: "Edit Profile", "Change Password", and "Add User". The main content area is titled "User Detail" and contains a form with the following fields: "First Name" (John), "Last Name" (Doe), "User Login" (jdoe), "Password" (masked with asterisks), "Confirm password" (masked with asterisks), "Email Address" (email address), "Phone" (nnn-nnn-nnn), "User Role" (Administrator), "User Status" (Administrator), and "Description" (Portfolioadmin). A "Save" button is located in the top right corner of the form. Below the form, there is a "Last Updated:" field. The browser's taskbar at the bottom shows the Start button, several open applications including Outlook and Microsoft Word, and the system clock showing 3:25 PM.

- Click on the **Admin** TAB.
- Click on the FOLDER **Add User** and enter appropriate data. (NOTE: You must add a user before you can assign cost center viewing privileges for that user.)
- All fields must be completed.
- User Login** is the first initial and last name in lower case.
- If that login already exists, use the first name and last name.
- If that login already exists, append "1" to login.

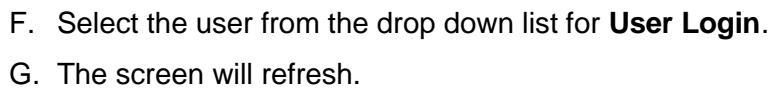
- G. Select appropriate **User Role**. Most people will be assigned as **User**.
 - a) Select **Administrator** if the user will be allowed to add new users and assign cost center viewing privileges. Select **End User** if the user will only be allowed to view data.
- H. Select appropriate **User Status**.
 - a) Use **Inactive** to prevent user from logging into system, but keep user profile if it may be reactivated at a later date. If a user is inactive, his data viewing privileges are saved to be reactivated at a later date.
 - b) Use **Active** to allow the user to log into the system and view data once viewing privileges are established.
- I. Click the **Save** button to save user information.
- J. Confirmation message "User Successfully Added" will appear.
- K. Once you add a person, you will no longer be allowed to edit his profile.

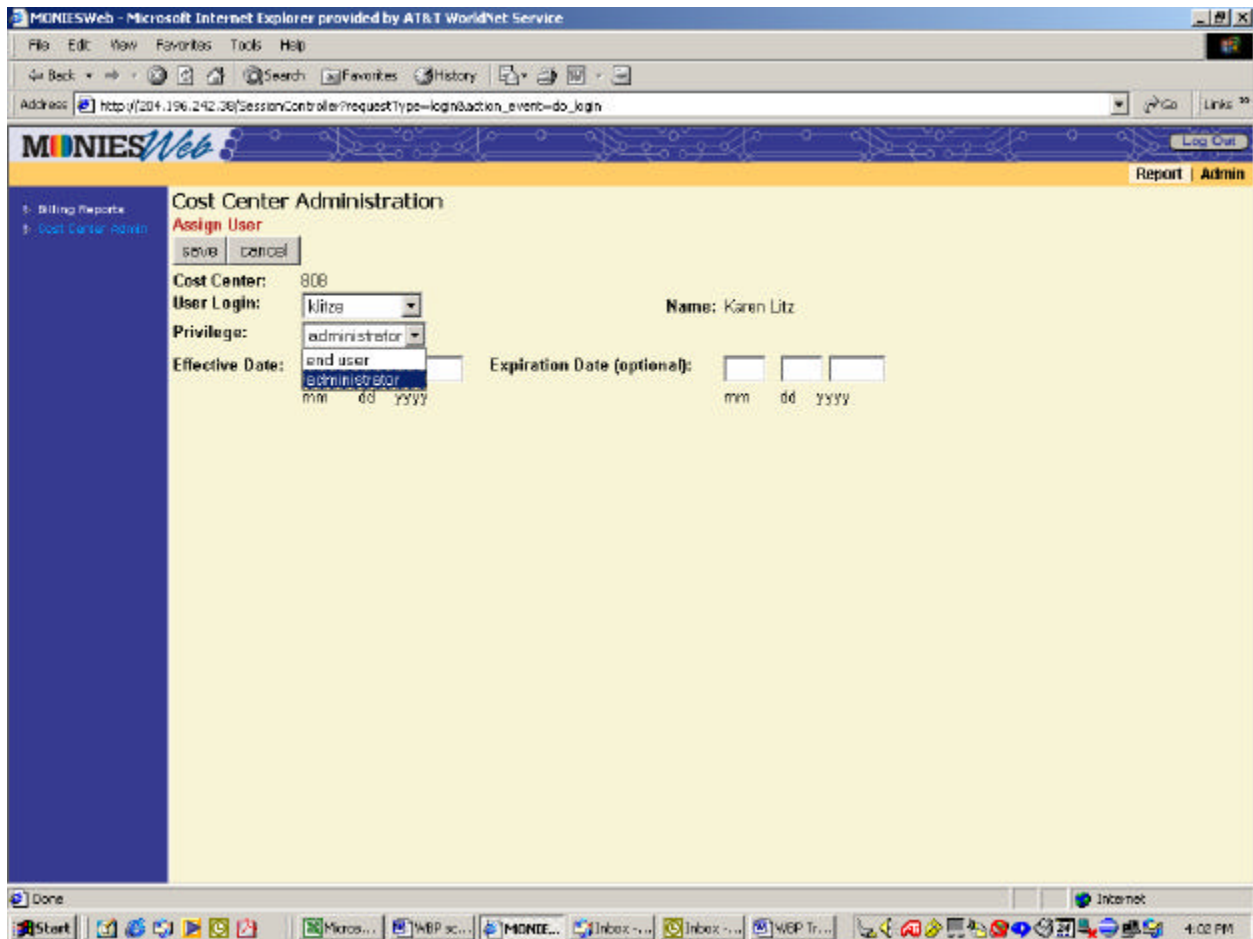
Assigning Cost Center Viewing Privileges

A user must first be added to the system before he can be assigned viewing privileges. (See **Add a User**)



- Click on **Report** TAB.
- Two **FOLDERS** appear: **Billing Reports** and **Cost Center Admin**. **Cost Center Admin** allows you to assign, edit, and delete Cost Center viewing privileges for a user. Click on the **Cost Center Admin** FOLDER
- Drill down to the highest cost center level for which the user is to have privileges. This is done by clicking on the **code** in the cost center column.
- Click in the column **Assign User** by the appropriate cost center to give a user privileges to view the data for that cost center and those beneath it in the pyramid.
- The **Assign User** screen will appear.





- H. Assign the **Privilege** by using the drop down box and matching the user's role.
 - a) Administrators should have administrator privileges.
 - b) End users should have end user privileges.
- I. Enter the appropriate **Effective Date**. The effective date may be prior to the current date. Data in reports dated before the effective date will not be visible to the user.
- J. Enter an **Expiration Date** to limit the user's viewing privileges to specific months. Data in reports dated after the Expiration Date will not be visible to the user.
- K. Click the **Save** button to save the cost center viewing assignment and return to **Cost Center Administration** list.
- L. A confirmation message will appear: User assigned successfully.
- M. Click the **Cancel** button to return to the cost center list without saving the assignment.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help




























Address http://204.190.242.30/SessionController/requestType=login&action=do_login

MONIESWeb

Report Admin

Cost Center Administration

Assign User View/Edit User Delete User Cost Center Cost Center Description Parent CC Level Number

Assign User	View/Edit User	Delete User	Cost Center	Cost Center Description	Parent CC	Level Number
			808	OFFICE OF TELECOMM MANAGEMENT	01	2
			8009-0222	TELECOMMUNICATIONS MISC	808	1
			8008-2222	TELECOMMUNICATIONS DIRECTOR	808	1
			8008-2222 -	TELECOMMUNICATIONS DIRECTOR	8008-2222	0
			8008-2222 - 1201 N THIRD ST. CLARIDNE BLDG. BATON ROUGE	TELECOMMUNICATIONS DIRECTOR	8008-2222	0
			8008-2222 - 150 THIRD ST. STATE OFC BLDG. BATON ROUGE	TELECOMMUNICATIONS DIRECTOR	8008-2222	0
			8008-2222 - 150 3RD ST/OTM ADMINISTRATION BATON ROUGE	TELECOMMUNICATIONS DIRECTOR	8008-2222	0
			8008-2222 - 150 3RD ST/OTM APPLICATION SVC. BATON ROUGE	TELECOMMUNICATIONS DIRECTOR	8008-2222	0
			8008-2222 - 150 3RD ST/OTM CUSTOMER SVCS. BATON ROUGE	TELECOMMUNICATIONS DIRECTOR	8008-2222	0

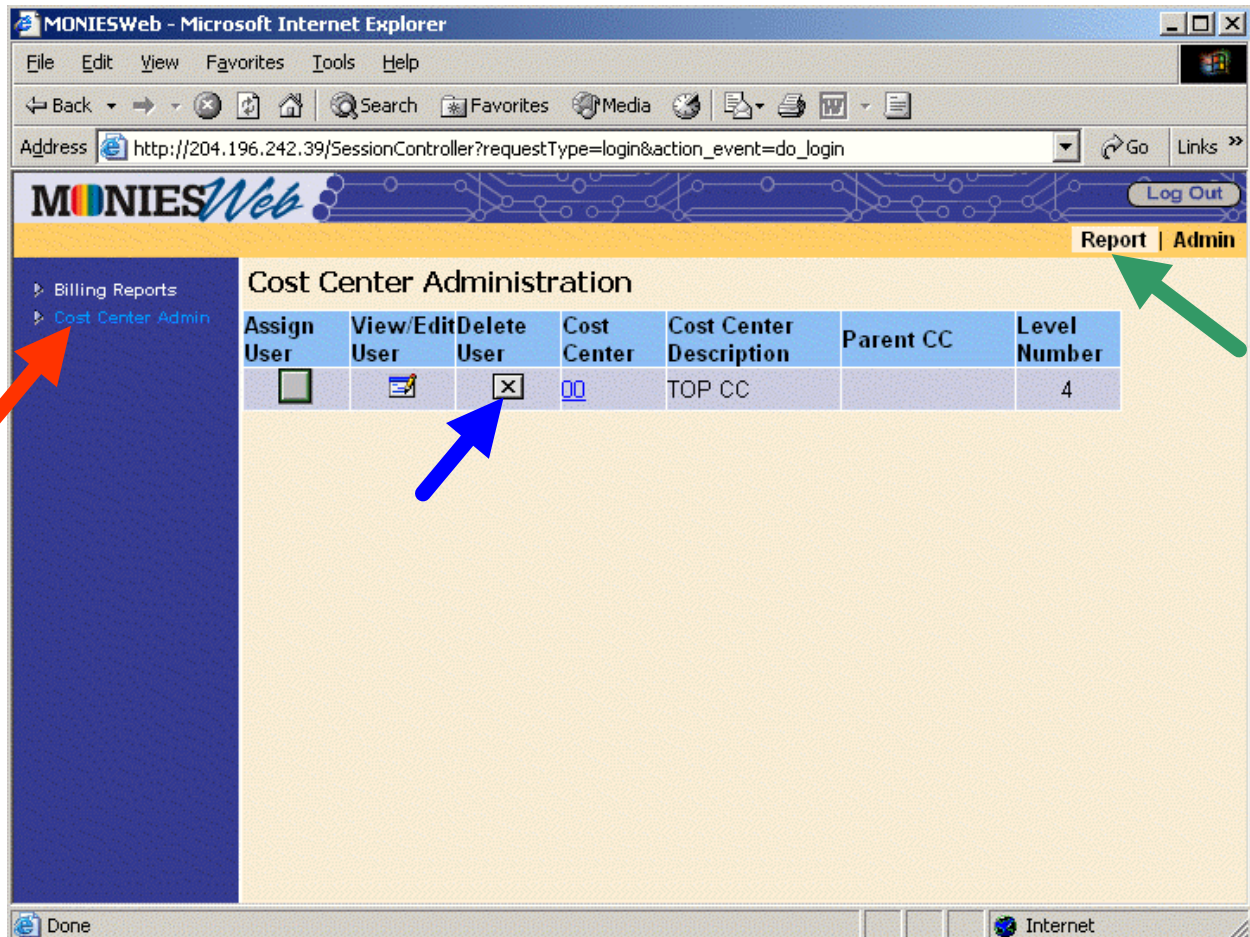
Done

Start

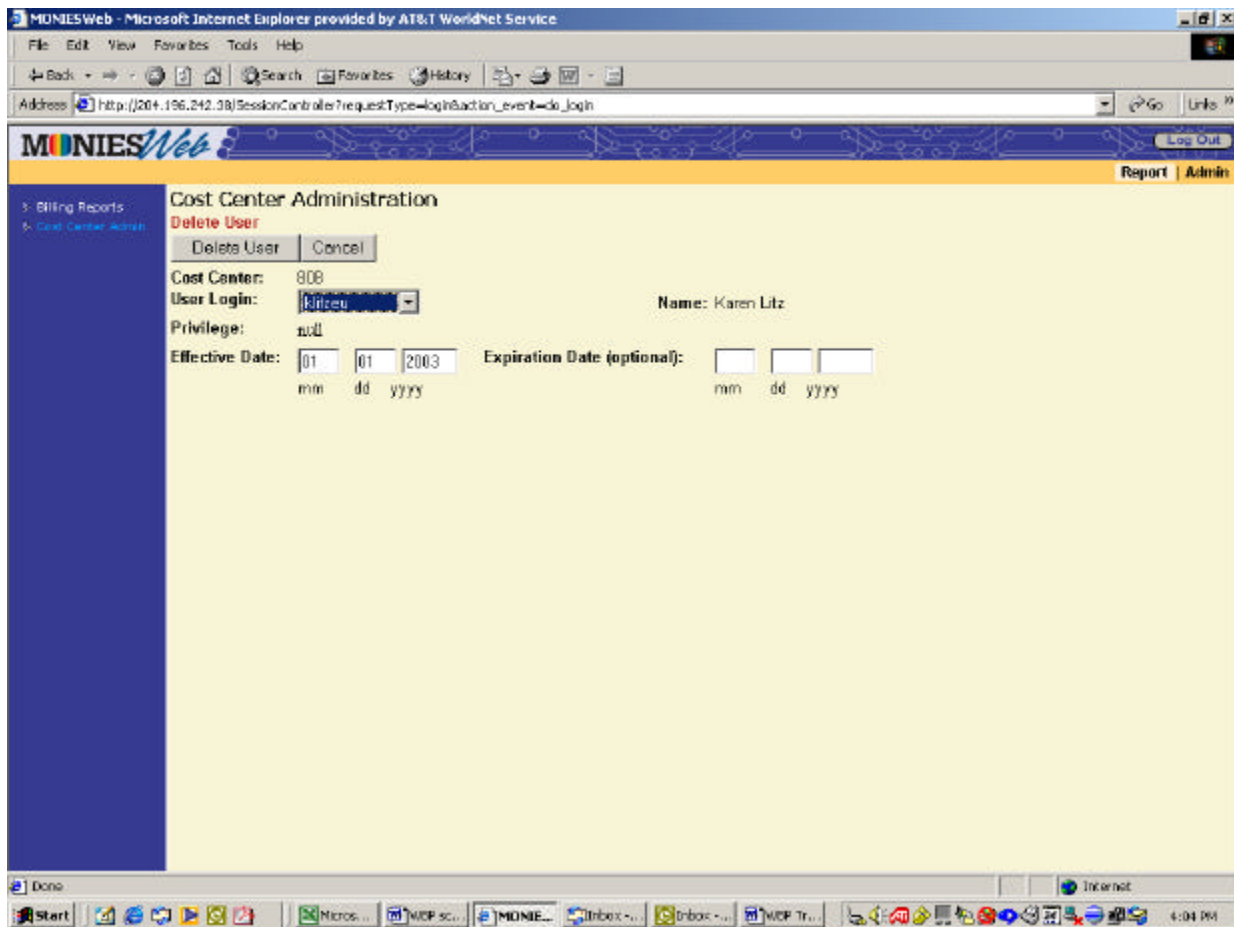
Internet

- N. Click in the column **Assign User** by the appropriate cost center to give a user privileges to view the data for that cost center and those beneath it in the pyramid.

Delete a User

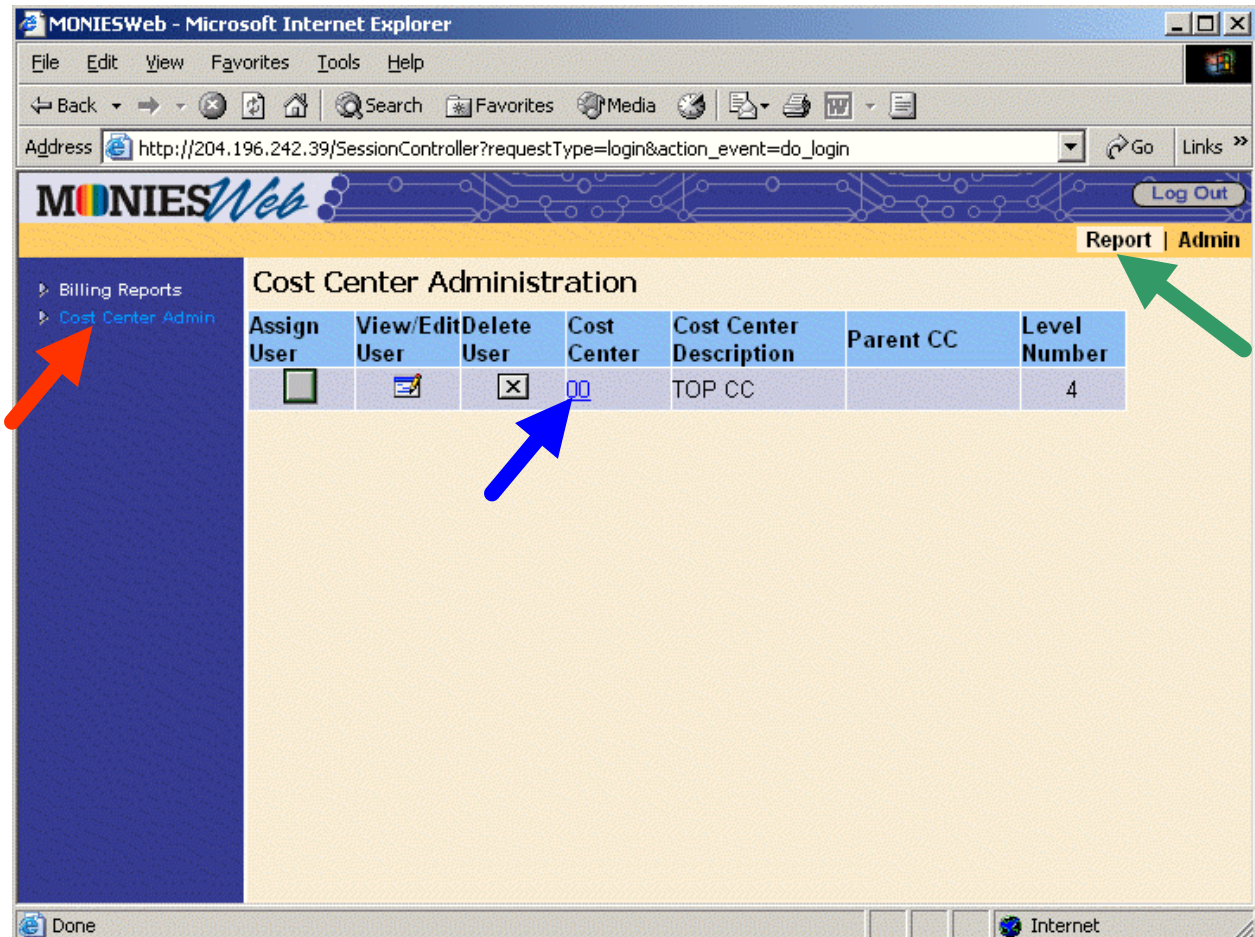


- A. Click on **Report** TAB
- B. Click on **Cost Center Admin**
- C. Drill down to the highest cost center level for which the user has privileges.
- D. Click on **Delete User**.
 - a. Deleting a user through **Cost Center Admin** does **NOT** remove the user from the system or prevent him from logging in.
 - b. Deleting a user through **Cost Center Admin** prevents him from seeing data for the cost center.
 - c. Deleting a user erases his data viewing privileges. Privileges must be reassigned at a later date for the user to see data.
 - d. You can delete a user and add him for a different cost center to change his viewing privileges.
- E. The **Delete User** screen will appear.



- F. Select the appropriate user through the drop down menu.
- G. Click on the **Delete User** button.
- H. A warning message will appear.
- I. Clicking on **Cancel** before the confirmation of deletion takes you back to the cost center screen but does not delete the user.
- J. To delete the user, confirm deletion and return to the cost center screen by clicking on the OK button.
- K. A confirmation message will appear: **User removed successfully**.
- L. You may return to the cost center screen by clicking the on **Cancel** button.

View or Edit User Viewing Privileges

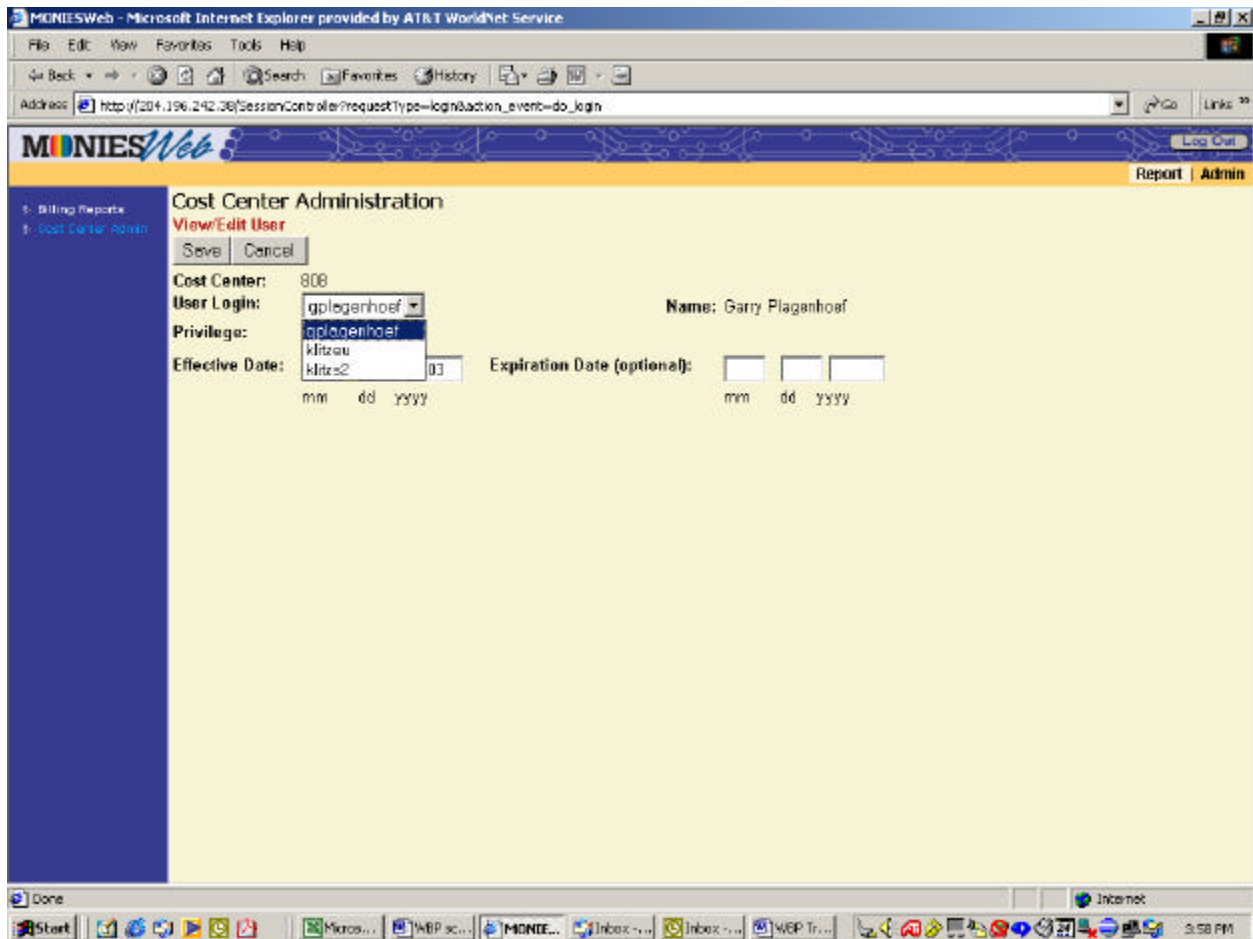


This feature is used to view a user's privileges or change the effective and expiration dates. If you wish to change the cost centers that a user may view:

- Delete the user (this will delete the viewing privileges only)([See delete a user](#)).
- Assign the cost center viewing privileges ([See add a user, assigning cost center viewing privileges](#)).

To view the user's privileges or change the effective and expiration dates:

- A. Click on **Report** TAB
- B. Click on **Cost Center Admin**
- C. **Drill down** to the highest cost center level for which the user has privileges.
- D. Click on **View/Edit User**.
- E. The **View/Edit User** screen will appear.



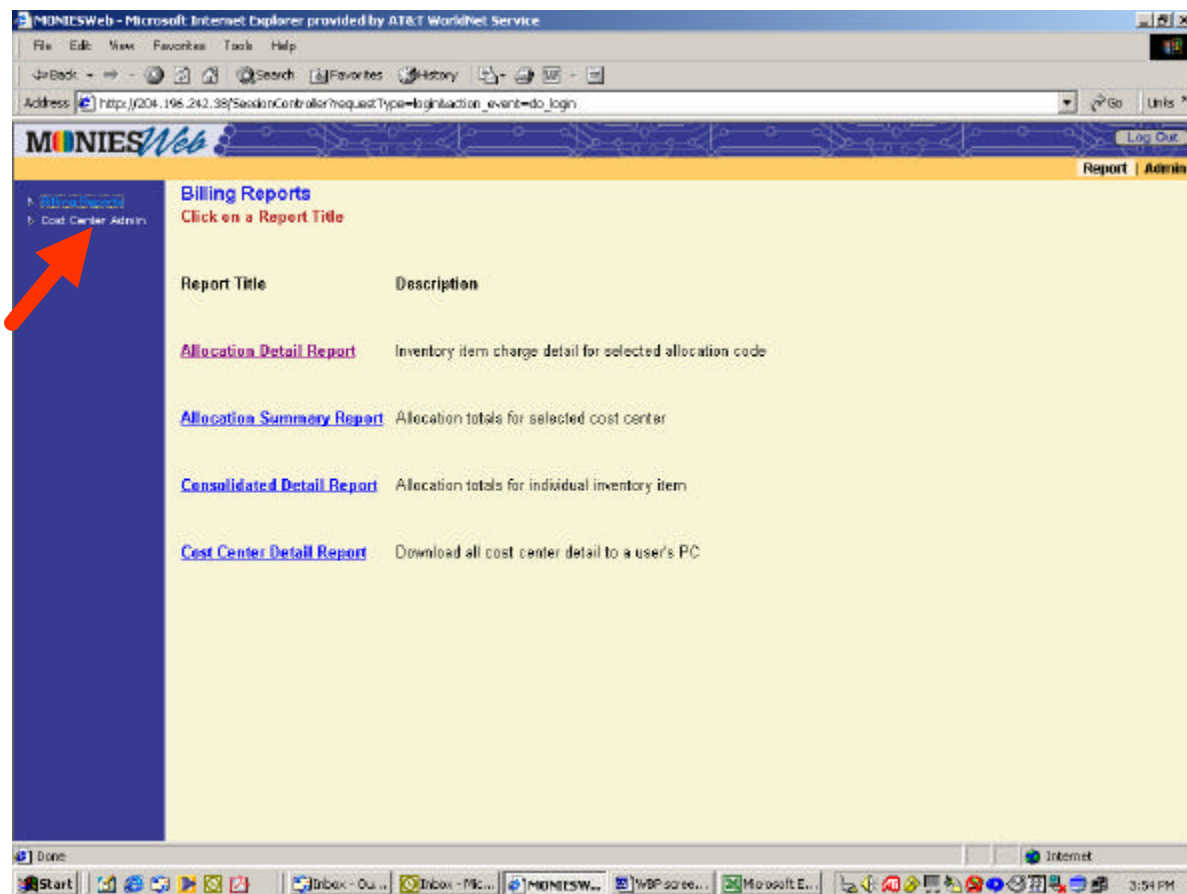
- F. The **User Login** drop down box provides a list of users already assigned viewing privileges for this cost center.
- G. Highlight the user you wish to view/edit.
- H. Note the user's name appears to the right of the User Login.
- I. Note the user's privilege appears as assigned.
- J. Privilege should match that of login role (Administrator, End User)
- K. Note the effective date assigned appears.
- L. Data in reports dated before the **Effective Date** will not be visible to the user.
- M. Data in reports dated after the **Expiration Date** will not be visible to the user.
- N. Use the **Expiration Date** to limit the user's viewing privileges to specific months.
- O. Make changes as necessary.
- P. Click the **Save** button to save the changes and return to the cost center list.
- Q. A confirmation message will appear: **User Information Changed Successfully**.
- R. Click the **Cancel** button to return to the cost center list without saving changes.

Billing Reports

There are four reports available for viewing through Web Bill Presentment.

- A. **Allocation Detail Report**—provides detail charges by inventory number within the cost center.
- B. **Allocation Summary Report**—provides summary charges by charge type for the entire cost center.
- C. **Consolidated Detail Report**—provides summary charges for each inventory item in the cost center by charge type.
- D. **Cost Center Detail Report**—provides ability to download in one file detail charges for all inventory items in the cost center.

To access the reports click on the **Report** TAB and the **Billing Report** Folder.



Allocation Detail Report

A. On the Billing Report screen, click on **Allocation Detail Report**.

The screenshot shows a web browser window titled "MONIESWeb - Microsoft Internet Explorer provided by AT&T Worldnet Service". The address bar shows a URL starting with "http://204.196.242.36/SessionController/RequestType=login&action_event=do_login". The page has a blue header with the "MONIESWeb" logo and a "Log Out" button. Below the header, there are links for "Report" and "Admin". The main content area is titled "Report Selection" and contains the instruction "Select a Cut-off date, then click Next". There are four input fields: "Selected Report:" (with a dropdown menu showing "Allocation Detail Report"), "Cut-off Date:", "Cost Center:", and "Total Charges:". Below these fields are three buttons: "< Back", "Home", and "Next >". A green arrow points to the "Next >" button. Below the buttons is a "Select Report Cut-Off Date" label and a dropdown menu. A red arrow points to the dropdown menu, which is open and shows a list of dates: "01/31/2003", "01/31/2003", "02/28/2003", and "03/31/2003". The browser's taskbar at the bottom shows various icons, including "Start", "Internet", and "MONIESW...".

B. Select the **Report Cut-Off Date** from the drop down menu.

C. Click on the **Next** button.

D. The screen will change, and the highest level cost center to which you have access will be displayed.

- E. Click on the **cost center** and drill down until you reach the AU/location combination with charges that you wish to view. (Charges only occur at the au/location combination level—level 0.)

MUNIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login Go Links

MUNIESWeb Log Out

Report Admin

1. Billing Reports
2. Cost Center Admin

Report Selection

Select a Cost Center

Selected Report: Allocation Detail Report

Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
908	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0993	TELECOMMUNICATIONS-MISC	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1701 N THIRD ST- CLAIRBORNE BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.55
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,228.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

Start | Internet | 3:58 PM

F. The screen will change and a list of inventory numbers (assets) appears.

MONIESWeb - Microsoft Internet Explorer provided by AT&T Worldnet Service

File Edit View Favorites Tools Help

Go Back Forward Stop Search Favorites History

Address http://204.196.242.36/SessionController?requestType=login&action_event=do_login

MONIESWeb Log Out Report Admin

Billing Reports Cost Center Admin

Report Selection

Select an Allocation Description

Selected Report: Allocation Detail Report

Cut off Date: 31-MAR-2003

Cost Center: E808-2222 - 150 3RD ST/OTM ADMINISTRATION, BATON ROUGE

Total Charges: \$16.58

< Back Home

Select an Inventory Number

2252195954 -- \$16.58

2253426002 -- \$16.58

2253426067 -- \$24.55

2253427687 -- \$17.09

2253427701 -- \$38.02

Inventory Number: 2252195954

Inventory Name:

Total Charge Amount: \$16.58

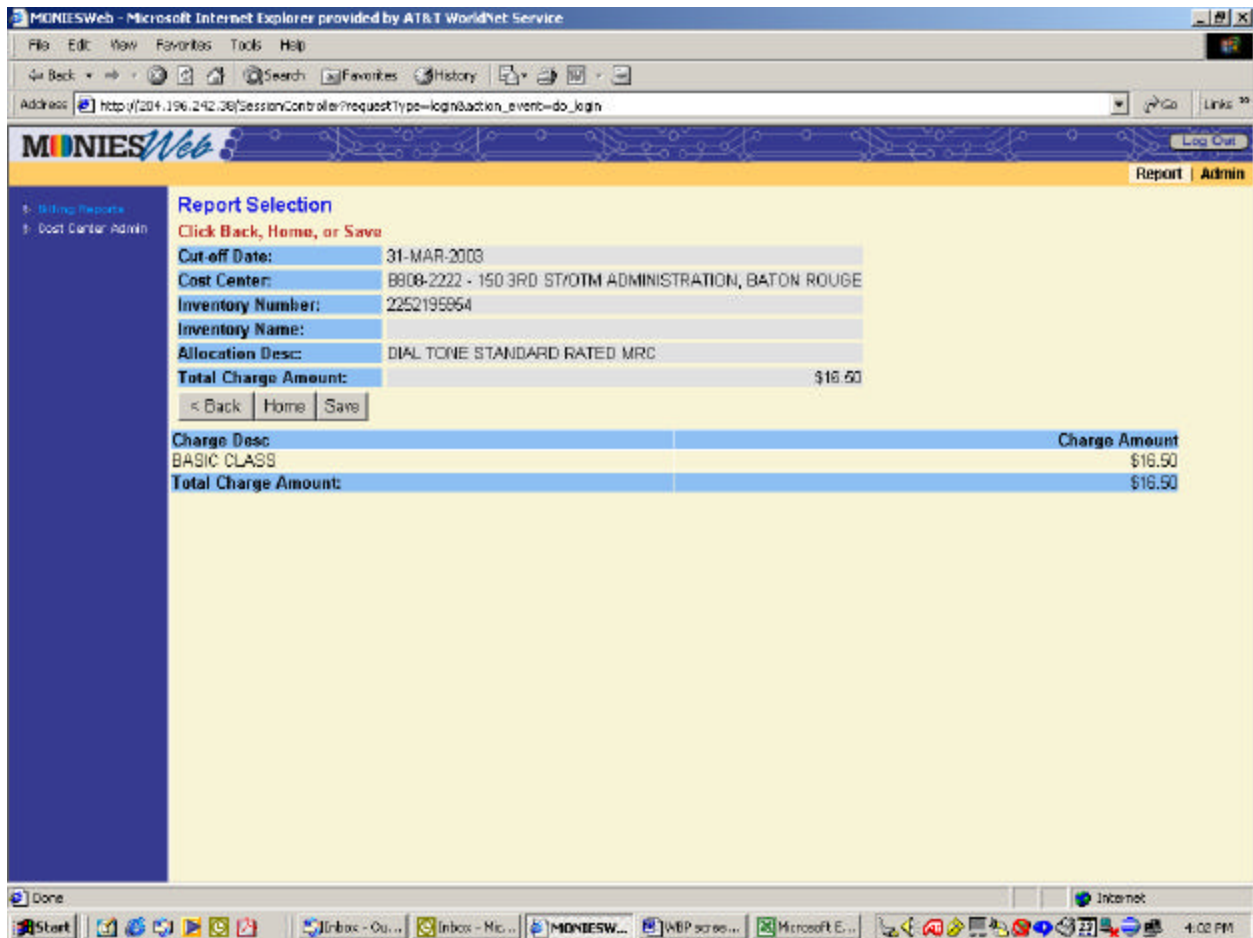
Allocation Description	Charge Amount
DIAL TONE STANDARD RATED MRC	\$16.50
SUPPORT SERVICES FEE	\$0.08

G. Use the scroll bar next to **Select an Inventory Number** to find the one for which you wish to see detail charges.

H. Highlight the inventory number by clicking on it.

I. The detail charges, by charge type, will appear below.

J. Click on a charge type to see the detail charges.



- K. Click on the **Save** button to download the data. (See Saving Data Section.)
- L. Click on the **Back** button to return to the list of charges by Allocation Description.
- M. Click on the **Home** button to return to the list of **Billing Reports**.

Allocation Summary Report

A. Click on the **Allocation Summary Report**.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb Log Out

Report Admin

Billing Reports
Cost Center Admin

Report Selection

Select a Cut-off date, then click Next

Selected Report: Allocation Summary Report

Cut-off Date:

Cost Center:

Total Charges:

< Back Home Next >

Select Report Cut-Off Date

01/31/2003
01/31/2003
02/28/2003
03/31/2003

Done Internet

Start Inbox - ... Inbox - ... MONIE... WBP sc... Microso...

4:32 PM

B. Select the report date from the **Select Report Cut-Off Date** drop-down menu.

C. Click on the **Next** button.

D. The screen will change and the highest-level cost center to which you have access will be displayed.

- E. Click on the **cost center** and drill down until you reach the AU/location combination with charges that you wish to view.

Report Selection
 Select a Cost Center
 Selected Report: Allocation Summary Report
 Out-off Date: 31-MAR-2003
 < Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0888	TELECOMMUNICATIONS-MISC	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	808	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST - CLAIRBORNE BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.56
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

- F. A list of charges for the entire **Level 0** cost center by charge type will appear.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Links

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb Log Out Report Admin

1- Billing Reports
2- Cost Center Admin

Report Selection

Click Back, Home, or Save

Selected Report: Allocation Summary Report
Cut off Date: 31-MAR-2003
Cost Center: 8808-2222 - 150 3RD ST/OTM ADMINISTRATION, BATON ROUGE
Total Charges: \$1,048.55

< Back Home Save

Allocation Description	Charge Amount
DIAL TONE STANDARD RATED MRC	\$151.62
VOICE PROCESSING SVC MRC	\$25.75
PAGING SVC MRC	\$202.00
STANDARD LINC INTRA DAY	\$5.89
STANDARD LINC INTRA NIGHT	\$0.42
STANDARD LINC INTER DAY	\$1.99
STANDARD LINC INTER EVENING	\$0.06
STANDARD LINC INTER NIGHT	\$0.68
VIDEO SVC MRC	\$500.00
DATA DIAL TONE SVC MRC	\$155.00
SUPPORT SERVICES FEE	\$5.24
Total Charge Amount:	\$1,048.55

Done Internet

Start [Icons] [Inbox - ...] [Inbox - ...] [MONIE...] [WBP sc...] [Microso...] 4:34 PM

- G. Click on the **Save** button to download the data. (See Saving Data Section.)
- H. Click on the **Back** button to return to the list of Cost Centers.
- I. Click on the **Home** button to return to the list of **Billing Reports**.

Consolidated Detail Report

A. Click on the **Consolidated Detail Report**

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb Log Out

Report Admin

Report Selection

Select a Cut-off date, then click Next

Selected Report: Consolidated Detail Report

Cut-off Date:

Cost Center:

Total Charges:

< Back Home Next >

Select Report Cut-Off Date

01/31/2003

01/31/2003

02/28/2003

03/31/2003

B. Select the report date from the **Select Report Cut-Off Date** drop down menu.

C. Click on the **Next** button.

D. The highest level cost center to which you have access will be displayed.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

Address: http://204.196.242.36/SessionController/requestType=login&action_event=do_login

Report Selection

Select a Cost Center

Selected Report: Consolidated Detail Report

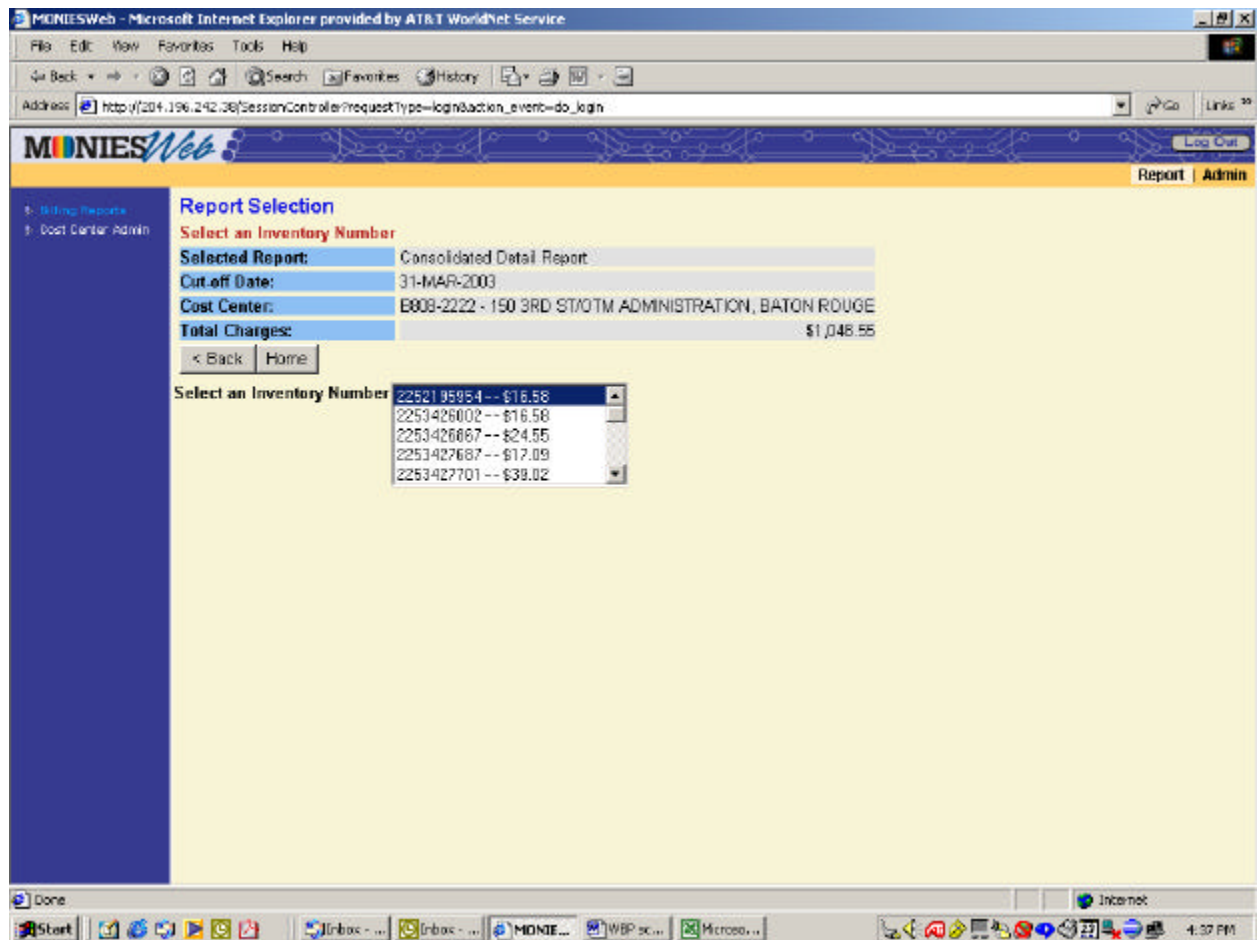
Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0000	TELECOMMUNICATIONS-MISC	8808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8808	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST- CLAIRBORNE BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.56
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

E. Click on the cost center and drill down until you reach the AU/location combination with charges that you wish to view.

F. A list of **inventory numbers** (assets) appears.



G. Use the scroll bar next to **Select an Inventory Number** to find the one for which you wish to see charges.

H. Highlight the inventory number by clicking on it.

I. All detail charges, by charge type, will appear below.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address: http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report Admin

1. Billing Reports
1. Cost Center Admin

Report Selection

Click Back, Home, or Save

Selected Report: Consolidated Detail Report

Cut-off Date: 31-MAR-2003

Cost Center: 8808-2222 - 150 3RD ST/OTM ADMINISTRATION, BATON ROUGE

Total Charges: \$16.58

< Back Home Save

Allocation Description	Date/Time	Number Called	Place Called	Charge Desc	Duration (mins)	Cost
DIAL TONE STANDARD RATED MRC	03/31/2003 00:00 AM			BASIC CLASS	0.0	\$16.50
SUPPORT SERVICES FEE	03/31/2003 04:57 PM			FOR DIAL TONE STANDARD RATED	0.0	\$0.08
Total Charge Amount:						\$16.58

Done

Start

Internet

4:38 PM

J. Click on the **Save** button to download the data. (See Saving Data Section)

K. Click on the **Back** button to return to the list of Inventory Numbers.

L. Click on the **Home** button to return to the list of **Billing Reports**.

Cost Center Detail Report

A. Click on the **Cost Center Detail Report**

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report Admin

1. Billing Reports
1. Cost Center Admin

Report Selection

Select a Cut-off date, then click Next

Selected Report: Cost Center Detail Report

Cut-off Date:

Cost Center:

Total Charges:

< Back Home Next >

Select Report Cut-Off Date 01/31/2003

01/31/2003
02/28/2003
03/31/2003

Done

Start Inbox - ... Inbox - ... MONIE... WBP sc... Micro...

Internet 4:39 PM

B. Select the report date from the **Select Report Cut-Off Date** menu box.

C. Click on the **Next** button.

D. The highest level cost center to which you have access will be displayed.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report | Admin

6. Billing Reports
7. Cost Center Admin

Report Selection

Select a Cost Center

Selected Report: Cost Center Detail Report

Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
8008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0888	TELECOMMUNICATIONS-MISC	8008	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8008	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST- CLAIRBORNE BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.55
8808-2222 - 160 3RD ST/ATM APPLICATION SVC. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

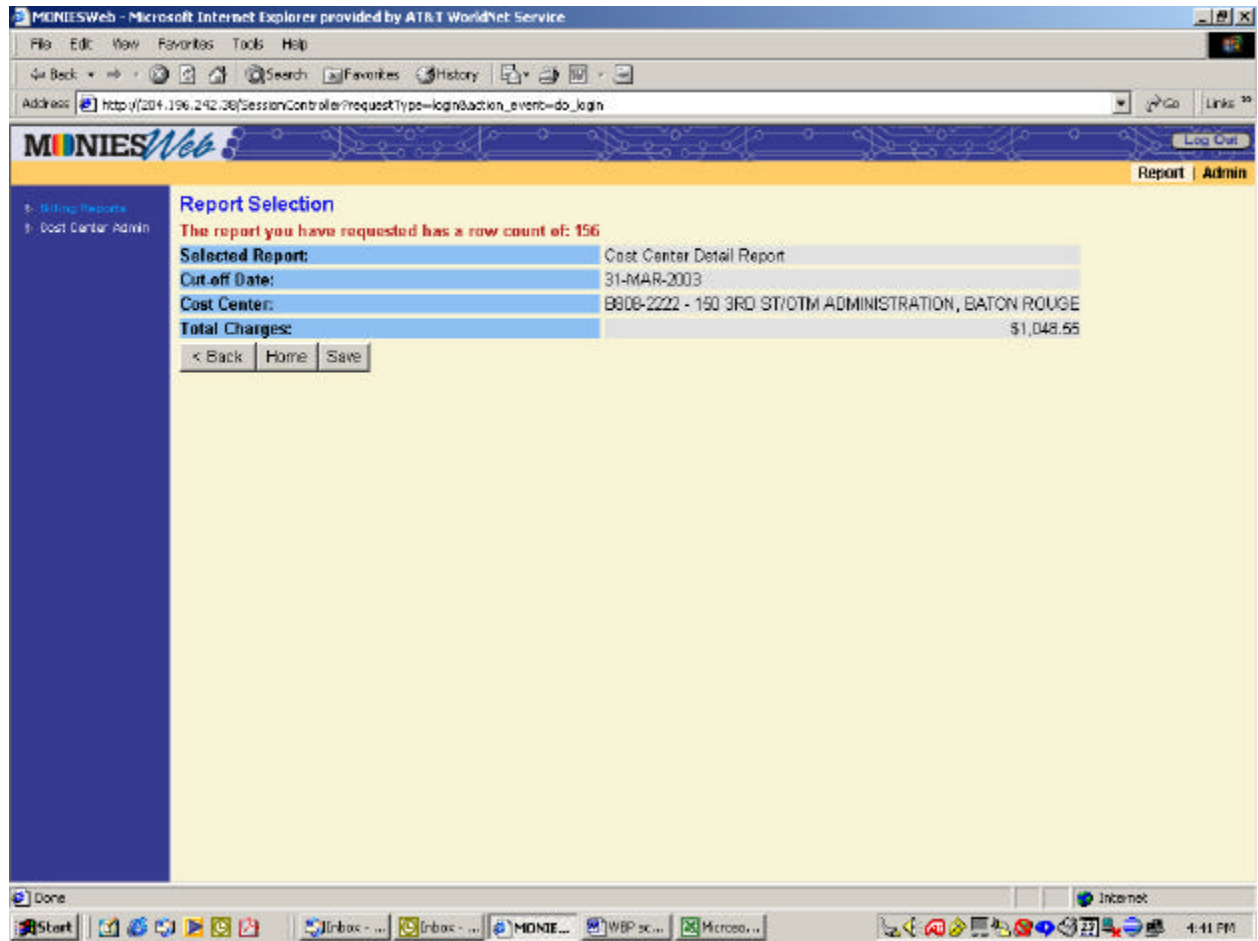
Done

Start | Internet | MONIE... | WBP sc... | Microso...

4:40 PM

- E. Click on the cost center and drill down until you reach the AU/location combination with charges that you wish to download.

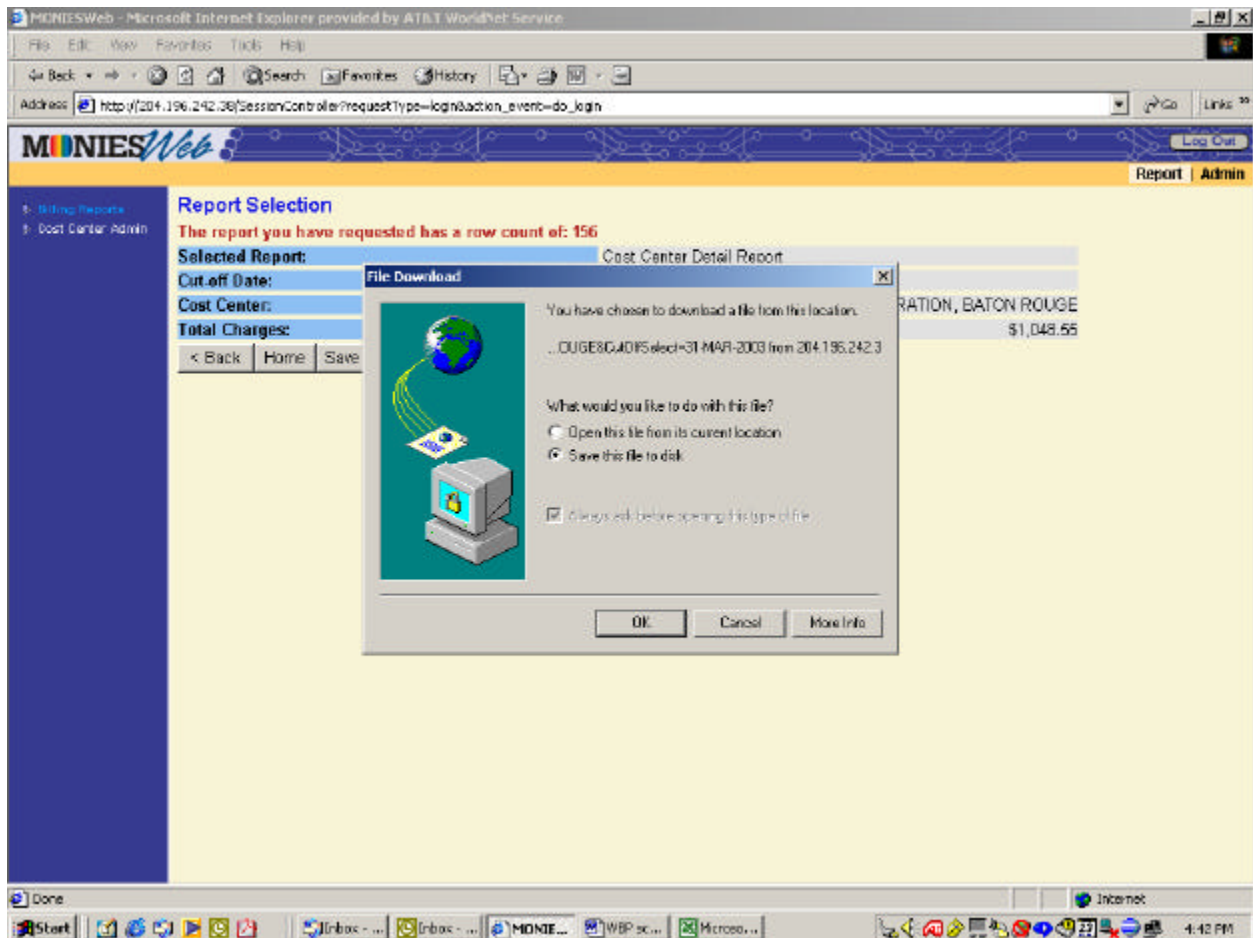
F. A message will be returned indicating the number of lines of data that will download.



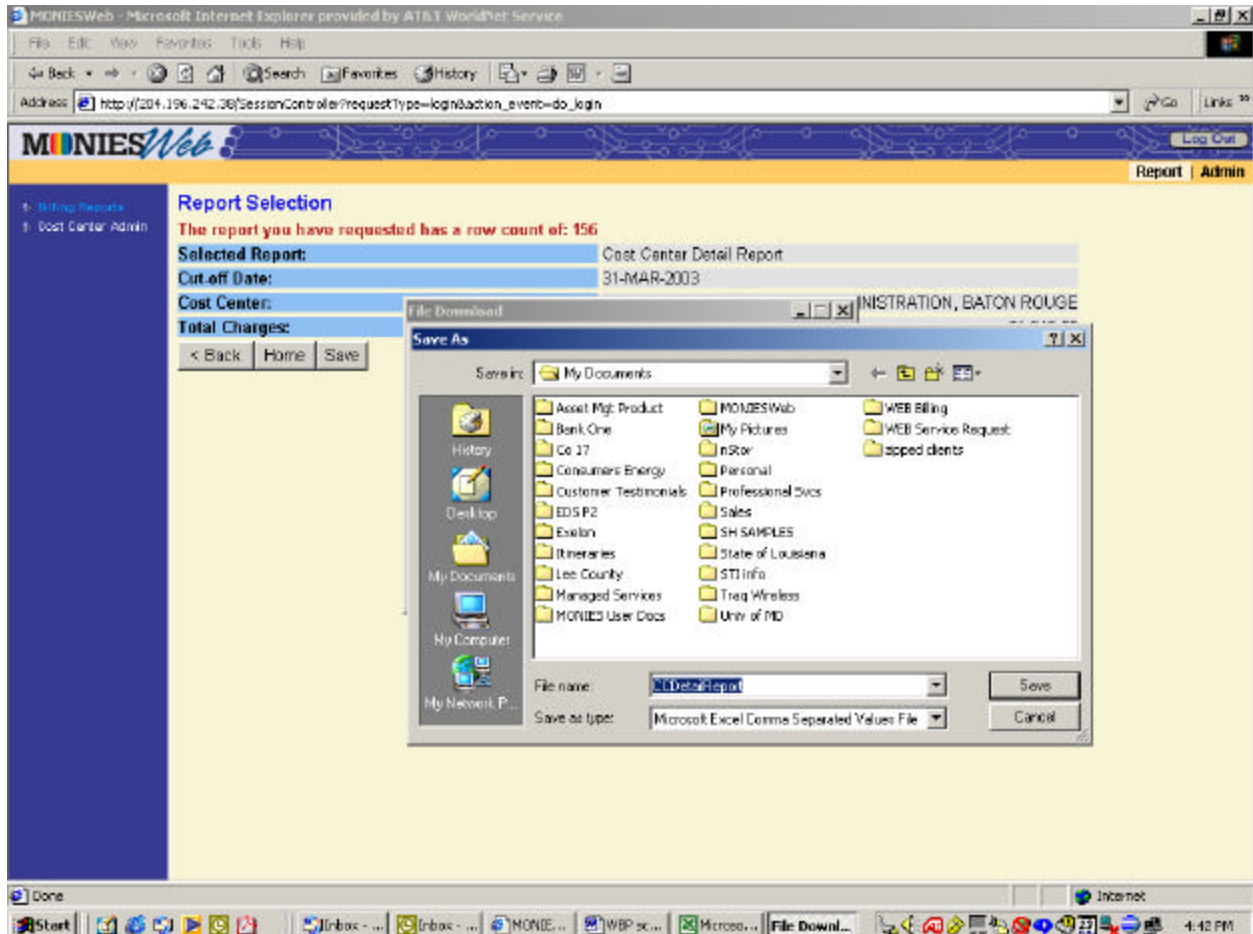
G. Click the **Save** button to begin the download process. (See **Saving Data Section** for further instructions.)

Saving Data

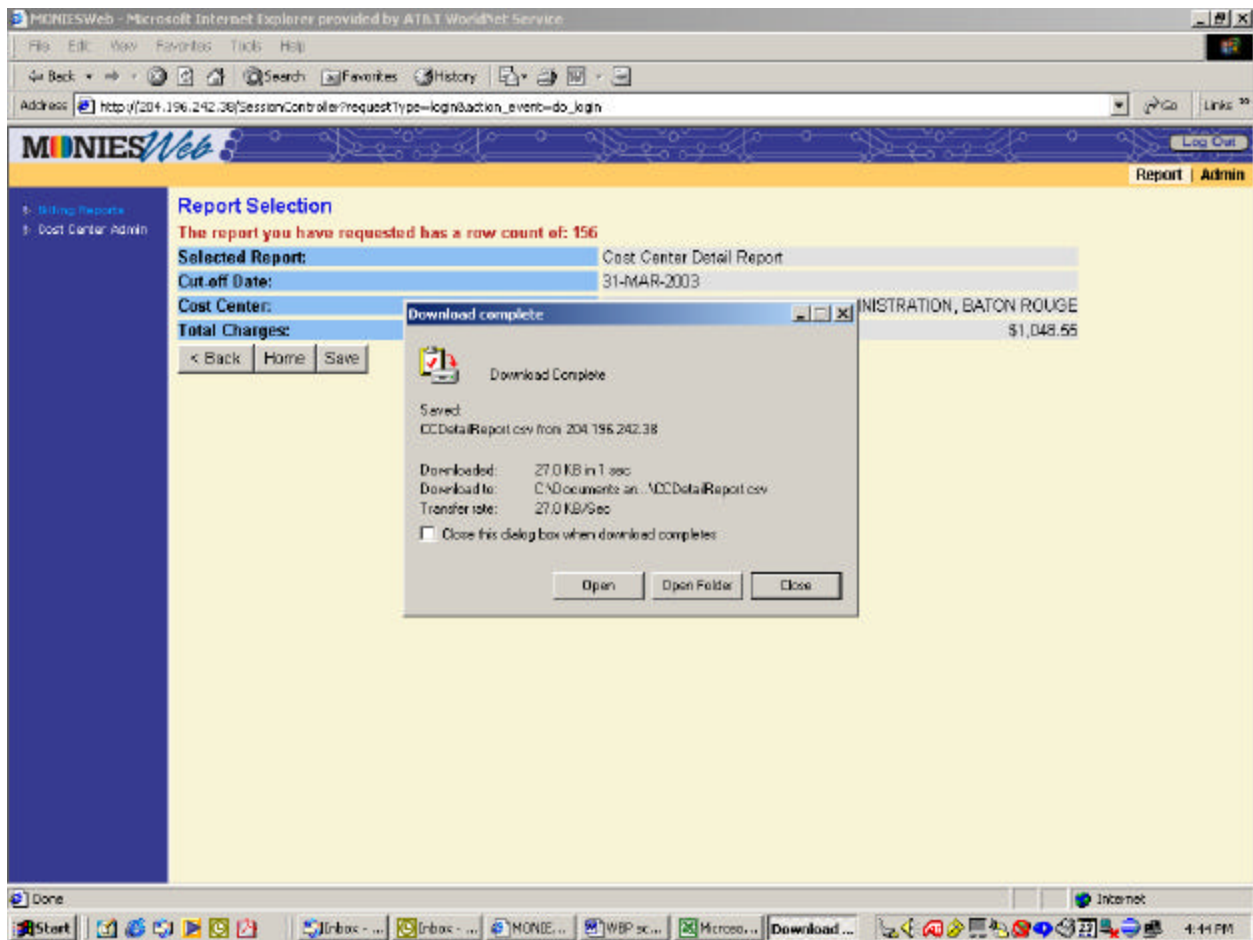
- A. From any screen with data and a **Save** button, click on the **Save** button.
- B. The **File Download** box appears.
- C. Confirm that the “**save this file to disk**” is selected and click the **OK** button.



- D. Determine the location to which the data will be saved.
- E. Create a file name for the data. . You may want to include date, cost center and location in the file name.
- F. Click the **Save** button. Save the file with a **.csv** extension that can be viewed in Excel or imported to Access.



- G. A message will return when the download is complete.
- H. Click the **Close** button to return to the WBP application, OR
- I. Click the **Open** button to view the Excel spreadsheet.



- J. A spreadsheet will appear.
- K. Expand the column(s) to view the data without truncation. To expand the columns to fit the data, click the **Select All** button and then double-click a boundary to the right of one of the column headings.

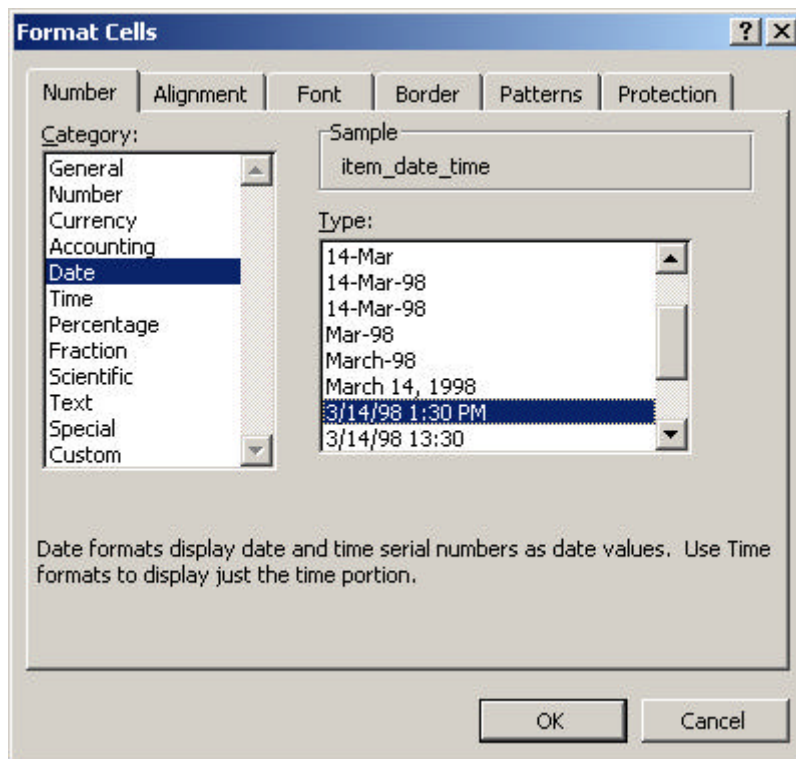
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O											
1	inventory	allocation	allocation	charge	call	durat	disled	nu	place	call	party	cal	charge	ar	inventory	item	data	calling	nu	calling	pl	serv	units	serv	desc	se
2	2.25E+09	41	STANDAR	null	1.3	5.04E+09	NEWORLE	null	0.08	null	10:00.0	2.25E+09	null	0	null							0	null			
3	2.25E+09	41	STANDAR	null	0.4	9.86E+09	BOGALUS	null	0.03	null	17:00.0	2.25E+09	null	0	null							0	null			
4	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.14	null	57:00.0	null	null	0	null							0	null			
5	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.05	null	57:00.0	null	null	0	null							0	null			
6	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0	null	57:00.0	null	null	0	null							0	null			
7	2.25E+09	1	DIAL TONI	DIGITAL C	0	null	null	null	25	null	00:00.0	null	null	0	null							0	null			
8	2.25E+09	1	DIAL TONI	TALS FEA	0	null	null	null	30	null	00:00.0	null	null	0	null							0	null			
9	2.25E+09	1	DIAL TONI	MUSIC ON	0	null	null	null	2	null	00:00.0	null	null	0	null							0	null			
10	2.25E+09	6	VOICE	PRMED INTE	0	null	null	null	15.75	null	00:00.0	null	null	0	null							0	null			
11	2.25E+09	41	STANDAR	null	0.8	6.05E+09	NEWORLE	null	0.04	null	40:00.0	2.25E+09	null	0	null							0	null			
12	2.25E+09	44	STANDAR	null	0.5	2.57E+09	INTERSTA	null	0.03	null	28:00.0	2.25E+09	null	0	null							0	null			
13	2.25E+09	44	STANDAR	null	3.4	2.02E+09	INTERSTA	null	0.22	null	57:00.0	2.25E+09	null	0	null							0	null			
14	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.29	null	57:00.0	null	null	0	null							0	null			
15	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.08	null	57:00.0	null	null	0	null							0	null			
16	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0	null	57:00.0	null	null	0	null							0	null			
17	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0	null	57:00.0	null	null	0	null							0	null			
18	2.25E+09	1	DIAL TONI	CUSTOM	0	null	null	null	16.5	null	00:00.0	null	null	0	null							0	null			
19	2.25E+09	41	STANDAR	null	7.9	9.86E+09	HAMMONI	null	0.51	null	16:00.0	2.25E+09	null	0	null							0	null			
20	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.08	null	57:00.0	null	null	0	null							0	null			
21	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0	null	57:00.0	null	null	0	null							0	null			
22	2.25E+09	1	DIAL TONI	BASIC CL	0	null	null	null	16.5	null	00:00.0	null	null	0	null							0	null			
23	2.25E+09	96	SUPPORT	#NAME?	0	null	null	null	0.08	null	57:00.0	null	null	0	null							0	null			
24	2.25E+09	1	DIAL TONI	BASIC CL	0	null	null	null	16.5	null	00:00.0	null	null	0	null							0	null			
25	2.25E+09	41	STANDAR	null	0.8	3.18E+09	MONROE	null	0.05	null	56:00.0	2.25E+09	null	0	null							0	null			
26	2.25E+09	41	STANDAR	null	0.8	3.18E+09	MONROE	null	0.05	null	17:00.0	2.25E+09	null	0	null							0	null			
27	2.25E+09	41	STANDAR	null	2	5.05E+09	NEWORLE	null	0.13	null	42:00.0	2.25E+09	null	0	null							0	null			
28	2.25E+09	41	STANDAR	null	0.7	5.05E+09	NEWORLE	null	0.05	null	46:00.0	2.25E+09	null	0	null							0	null			
29	2.25E+09	41	STANDAR	null	0.5	3.38E+09	CROWLE	null	0.03	null	53:00.0	2.25E+09	null	0	null							0	null			
30	2.25E+09	41	STANDAR	null	0.5	3.38E+09	CROWLE	null	0.03	null	54:00.0	2.25E+09	null	0	null							0	null			
31	2.25E+09	41	STANDAR	null	1.7	3.37E+09	LAKE CHF	null	0.11	null	43:00.0	2.25E+09	null	0	null							0	null			
32	2.25E+09	41	STANDAR	null	0.9	5.05E+09	NEWORLE	null	0.06	null	48:00.0	2.25E+09	null	0	null							0	null			
33	2.25E+09	41	STANDAR	null	0.4	9.86E+09	HAMMONI	null	0.03	null	39:00.0	2.25E+09	null	0	null							0	null			
34	2.25E+09	41	STANDAR	null	1.2	3.37E+09	UK CHAR	null	0.08	null	00:00.0	2.25E+09	null	0	null							0	null			

Microsoft Excel - CCDetailReport								
File Edit View Insert Format Tools Data Window Help								
D34 null								
	A	B	C	D	E	F	G	H
1	inventory number	allocation	allocation desc	charge description	call duration	dialed number	place called	party call
2	2253427701	41	STANDARD LINC INTRA DAY	null	1.3	5044834044	NEWORLEANS LA	null
3	2253427701	41	STANDARD LINC INTRA DAY	null	0.4	9857351322	BOGALUSA LA	null
4	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
5	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
6	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
7	2253427704	1	DIAL TONE STANDARD RATED MRC	DIGITAL CLASS	0 null		null	null
8	2253427704	1	DIAL TONE STANDARD RATED MRC	TALS FEATURE	0 null		null	null
9	2253427704	1	DIAL TONE STANDARD RATED MRC	MUSIC ON HOLD	0 null		null	null
10	2253427704	6	VOICE PROCESSING SVC MRC	MED INTEGRATED S	0 null		null	null
11	2253427704	41	STANDARD LINC INTRA DAY	null	0.6	6045865035	NEWORLEANS LA	null
12	2253427704	44	STANDARD LINC INTER DAY	null	0.5	2565201680	INTERSTATEAL	null
13	2253427704	44	STANDARD LINC INTER DAY	null	3.4	2024087872	INTERSTATEDC	null
14	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
15	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
16	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
17	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
18	2253427687	1	DIAL TONE STANDARD RATED MRC	CUSTOM CLASS	0 null		null	null
19	2253427687	41	STANDARD LINC INTRA DAY	null	7.9	9855421640	HAMMOND LA	null
20	2253427687	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
21	2253427687	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
22	2253426002	1	DIAL TONE STANDARD RATED MRC	BASIC CLASS	0 null		null	null
23	2253426002	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
24	2253426967	1	DIAL TONE STANDARD RATED MRC	BASIC CLASS	0 null		null	null
25	2253426967	41	STANDARD LINC INTRA DAY	null	0.8	3183623163	MONROE LA	null
26	2253426967	41	STANDARD LINC INTRA DAY	null	0.8	3183623163	MONROE LA	null
27	2253426967	41	STANDARD LINC INTRA DAY	null	2	6047337949	NEWORLEANS LA	null
28	2253426967	41	STANDARD LINC INTRA DAY	null	0.7	6047337949	NEWORLEANS LA	null
29	2253426967	41	STANDARD LINC INTRA DAY	null	0.5	3377887642	CROWLEY LA	null
30	2253426967	41	STANDARD LINC INTRA DAY	null	0.5	3377887642	CROWLEY LA	null
31	2253426967	41	STANDARD LINC INTRA DAY	null	1.7	3373102977	LAKE CHRIS LA	null
32	2253426967	41	STANDARD LINC INTRA DAY	null	0.9	6048463790	NEWORLEANS LA	null
33	2253426967	41	STANDARD LINC INTRA DAY	null	0.4	9855495777	HAMMOND LA	null
34	2253426967	41	STANDARD LINC INTRA DAY	null	1.2	3374754971	K CHARLES LA	null

- L. Format the item_date_time column to show the complete date and time calls were placed. To format the column, click on the letter above the **item_date_time** column to select it. Then choose **Format** from the menu bar. Choose **Cells** from the drop down menu. Choose the **Number** tab, then the **Date** category. Select the Type that shows both the date and the time and click on the **OK** button.

	G	H	I	J	K	L	M
	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_pla
1	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_pla
2	null	null	42.5	null	00:00.0	null	null
3	null	null	0.29	null	06:00.0	null	null
4	null	null	15	null	00:00.0	null	null
5	null	null	19.95	null	00:00.0	null	null
6	null	null	42.5	null	00:00.0	null	null
7	null	null	0.39	null	06:00.0	null	null
8	null	null	15	null	00:00.0	null	null
9	null	null	2	null	00:00.0	null	null
10	null	null	0.03	null	06:00.0	null	null
11	null	null	3	null	00:00.0	null	null
12	NEW IBERIALA	null	0.04	null	01:00.0	2252190089	null
13	null	null	0.5	null	06:00.0	null	null
14	null	null	100	null	00:00.0	null	null
15	ALEXANDRIALA	null	0.07	null	34:00.0	2252190089	null
16	null	null	0	null	06:00.0	null	null
17	DA	null	0.37	null	14:00.0	2252190470	null
18	null	null	0.08	null	06:00.0	null	null
19	NEWORLEANSLA	null	0.13	null	37:00.0	2252190470	null
20	null	null	0.55	null	06:00.0	null	null
21	NEWORLEANSLA	null	0.03	null	33:00.0	2252190470	null
22	NEWORLEANSLA	null	0.07	null	30:00.0	2252190470	null
23	NEWORLEANSLA	null	0.03	null	00:00.0	2252190470	null

Ready | Sum=37179066.02



Microsoft Excel - CCDetailReport.xls

File Edit View Insert Format Tools Data Window Help Acrobat

Arial 10 B I U \$ % , .00 .00

K1 = item_date_time

	G	H	I	J	K	L	M
	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_p
1	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_p
2	null	null	42.5	null	5/31/03 12:00 AM	null	null
3	null	null	0.29	null	5/31/03 7:06 PM	null	null
4	null	null	15	null	5/31/03 12:00 AM	null	null
5	null	null	19.95	null	5/31/03 12:00 AM	null	null
6	null	null	42.5	null	5/31/03 12:00 AM	null	null
7	null	null	0.39	null	5/31/03 7:06 PM	null	null
8	null	null	15	null	5/31/03 12:00 AM	null	null
9	null	null	2	null	5/31/03 12:00 AM	null	null
10	null	null	0.03	null	5/31/03 7:06 PM	null	null
11	null	null	3	null	5/31/03 12:00 AM	null	null
12	NEW IBERIALA	null	0.04	null	4/8/03 8:01 AM	2252190089	null
13	null	null	0.5	null	5/31/03 7:06 PM	null	null
14	null	null	100	null	5/31/03 12:00 AM	null	null
15	ALEXANDRIALA	null	0.07	null	4/21/03 2:34 PM	2252190089	null
16	null	null	0	null	5/31/03 7:06 PM	null	null
17	DA	null	0.37	null	4/11/03 9:14 AM	2252190470	null
18	null	null	0.08	null	5/31/03 7:06 PM	null	null
19	NEWORLEANSLA	null	0.13	null	4/23/03 3:37 PM	2252190470	null
20	null	null	0.55	null	5/31/03 7:06 PM	null	null
21	NEWORLEANSLA	null	0.03	null	4/23/03 10:33 AM	2252190470	null
22	NEWORLEANSLA	null	0.07	null	4/23/03 11:30 AM	2252190470	null
23	NEWORLEANSLA	null	0.03	null	4/23/03 11:30 AM	2252190470	null

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